Reports Management Check List

1. Is reports management included as an element of the component's Records Management Program?

2. Has a directive been issued on reports management? If so, does it provide for clearing all new and revised reporting requirements through a central point?   (TAB A)

3. Has any publicity such as TABS B and C been disseminated?

4. How many requirements for recurring administrative or management-type reports:

	Field Activities (U.S. and foreign)	Other Hdg. Operating Offices	Other Offices within the component
a. have been placed by the component on ...			
b. have been placed on the compoent by ...			

✓ 5. Is there a current inventory of these requirements either by case files or a card index (TAB D)?

6. Has a current list of these requirements been disseminated?

7. To what extend and when were these requirements last analyzed?   (TAB E)

8. Is there a written authority for each of these requirements?

9. How would you rate the written directives (authority) for these reports? Are they clear and complete?

10. Is it possible that some reports prepared or required by the component reflect unnecessary or inadequate reporting?

11. Are officials of the component completely satisfied with the quality and timeliness of reports they submit or receive?

12. Are operations ever disrupted or is overtime ever required to meet reporting due dates?

13. Are procedures, forms and records for preparing and submitting reports adequate in every respect?

14. Does the component, on its own initiative, publish at regular intervals any statistical, historical, or activity reports for the information or interest of other headquarters offices? If so, have the recipients ever been asked to appraise the value of these reports.